

Steps to Complete the **Afghan Junior Faculty Development Program** **Application**

STEP 1: Check requirements for submitting an application

Before you begin the application, please review program requirements listed on the U.S. Embassy Kabul website (http://kabul.usembassy.gov/junior_faculty.html). Email KabulPDExchanges@state.gov, with any questions you have about completing the application.

STEP 2: Review application instructions and guidelines

Guidelines:

- Read and follow the specific instructions in the application form.
- All materials must be submitted in English. If an academic transcript is not in English, include an accurate, certified translation in English.
- Avoid using all capital letters on the application form or other documents. For example, for name and address, use an upper case letter for the first letter in a word and lower case letters for the rest of the word, as in Name: Ronald Smith.
- Limit each response to no more than the text space or page limit indicated for application questions and attachments.
- Proofread the entire application before submitting it. The application should be free of grammatical and spelling errors.

Often specific instructions for completing a question or item are provided in the application itself. Please read all instructions carefully. In addition, please review the following important information.

- **Item 1—Name:** It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case letters. If passport lists “son of” or “daughter of”, please omit names after the “s/o” or “d/o”.
- **Item 11— Future Plans:** This description should include your professional objectives over the next five years and how you hope this program will help you achieve those objectives. This section is an essential component of your application. You should take great care to write a clear, detailed description of the program that you wish to pursue. If there are specific goals that you hope to accomplish, please describe.
- **Item 19 — TOEFL Exam (Tests of English Language Proficiency).** Please submit your most recent TOEFL exam score if possible.

ADDITIONAL DOCUMENTATION

The Project Statements

The project statement is the most important component of the application. Scholars with the most compelling, well-written proposals are generally recommended for grants. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. Please submit a detailed project statement of three to five single-spaced pages. No more than five pages may be submitted for a project statement.

Format

- Begin the project statement with your name and program. At the top of each subsequent page, type your name.
- Organize your proposal in order of the following points, and use them as headings for sections of text in your statement.

Professional Objective Statement: This description should include your professional objectives over the next five years and how you hope this program will help you achieve those objectives. This section is essential to your application. You should take great care to write a clear and detailed description of the program you intend to pursue. Please be certain to answer the following questions in this section:

- How do you plan to implement what you learn through participation in the program upon your return to your home country?
- Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of technology in the classroom, new methods/research tools in your field, etc.)?

Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study. Please be certain to answer the following questions in this section:

- What is your vision of university level education?
- How have you begun to work toward this vision?
- How do you plan to work toward this vision in the future?
- What do you hope to learn about American society and culture?
- What aspects of your own culture, history, etc. do you wish to share with American faculty and others in the community where you will be living?
- How will participation in the program benefit not only you, but also others (students, department, and administrators) at your university?

STEP 3: Complete and submit the application

Your application is not considered complete until the U.S. Embassy in Kabul receives all of your supporting documentation.

Review your application and print a copy for your records. Please submit your application and supporting documentation including the following documents, (a) through (d), together by email attachment to the U.S. Embassy in Kabul, KabulPDExchanges@state.gov.

Exchange Team
U.S. Embassy Kabul
Public Affairs section
Great Massoud Road
Kabul, Afghanistan

- (a) application form
- (b) project statement-professional objective statement and personal statement
- (c) detailed curriculum vitae
- (d) TOEFL score (if possible)
- (e) academic transcripts (and English translation, if not in English)